

## **Minutes of the Hunter New England Local Health District Board**

### **Sixty Seventh Meeting**

**18<sup>th</sup> & 19<sup>th</sup> July 2017**

**Venue: Werris Creek Multipurpose Service & Tamworth Rural  
Referral Hospital**

**Present**

Associate Professor Lyn Fragar (Chair), Dr Helen Belcher, Mrs Janelle Speed, Dr Felicity Barr, Mrs Barbara Clark, Dr Martin Cohen, Ms Lyn Raines and Mr Peter Johnston, Mr Ken White, Mr Fergus Fitzsimons, Dr Patrick Farrell and Dr Ian Kamerman.

**Apologies****In Attendance**

Mr Michael DiRienzo, Ms Susan Heyman, Dr Stephen Oakley and Mrs Dianne Kershaw

Order of Business: 1.1 – 9.3

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**Tuesday 18<sup>th</sup> July 2017 commencing at 2.00pm**

**TOUR OF THE WERRIS CREEK MULTI-PURPOSE SERVICE**

The Board was given a tour of the Werris Creek Multipurpose Service led by Integration and Risk Manager Peel Sector, Kylie Whitford, and the Acting Health Service Manager.

**AFTERNOON TEA WITH WERRIS CREEK HEALTH COMMITTEE AND HEALTH SERVICE STAFF**

The Board was joined by the Werris Creek Health Committee and the Staff for afternoon tea.

Discussion included:

- History of establishment of the Multipurpose Service facility and its further development
- The exceptional achievements of the Werris Creek United Hospitals Auxiliary branch
- Involvement of the United Hospitals Auxiliary in Werris Creek Health Committee meetings.
- Appreciation of the good staff/ patient/manager/community relations
- Commitment of Committee members to the Werris Creek community

Concerns were expressed regarding:

- No medical officer resident in Werris Creek
- No Ambulance service located at Werris Creek, noting the proximity of the base at Quirindi

The First responder role of the Fire and Rescue service was noted.

A Board member noted that she knew of home modifications to several homes in the community, which had been modified to provide access – an impressive service for a small community.

The Health Committee Chair thanked the Board for visiting the MPS and meeting with the Committee.

**Wednesday 19<sup>th</sup> July 2017 commencing 8.30am**

**TOUR OF THE TAMWORTH HOSPITAL AND NORTH WEST CANCER CENTRE**

The Board was given a tour of the Tamworth Hospital and North West Cancer Centre by Catharine Death, General Manager, Ian McDougall, Acting Director of Nursing, Dr Susan Pendlebury Director of Radiation Oncology, Kylie Whitford, Integration and Risk Manager Peel Sector and Graeme Kershaw, Manager Medical Services, Dr Phil Hungerford, Director Of Critical Care and Palliative Care Clinician.

**BUSINESS OF THE MEETING**

**PRELIMINARY**

**1.1 Welcome, Apologies and Acknowledgment of Country**

The Chair, Professor Lyn Fragar opened the meeting at 9.30am.

The Board Chair ACKNOWLEDGED the traditional owners of the country on which the meeting was held and paid respects to elders past and present.

**1.2 Conflicts of Interest**

There were no conflicts of interest declared by Board members.

**1.3 Adoption of Minutes**

The minutes of the meeting held on the 20<sup>th</sup> June 2017 had been circulated. The minutes were ADOPTED by the Board.

The minutes will be published on the Hunter New England Health internet site.

ACTION BY: Ms Desiree Chymiak

#### **1.4 Action List**

Progress on action items was NOTED by the Board.

It was further NOTED that the Chief Executive and Executive Team would provide the Board with their proposal for the reporting of the KPI's in the new Service Agreement to the Board to ensure their priorities are in line with meeting the key Ministry priorities as well as those associated with Hunter New England Health's key strategic priorities.

ACTION BY: Mr Michael DiRienzo

#### **1.5 Board Chair Report**

The Board Chair reported the following:

- She had responded to a request to speak to the Accreditation team who were undertaking the Accreditation of the Peel Sector.
- Communication with the Minister relating to planned changes for the funding approach to Maitland Hospital.
- Attendance at the launch of the NSW Regional Partners Centre for Innovation in Regional Health
- Correspondence from the Ministry of Health advising of processes for the Chief Executive Performance Review.

#### **1.6 Chief Executive's Report**

The Chief Executive's report had been circulated in the business papers. The report included the following:

- Tenterfield Health Services – It was NOTED that the main issues discussed at the meeting was around ambulance transport.  
A meeting will be arranged with Susan Pearce from the Ministry of Health and NSW Ambulance, Local Member, Council members and other community members with video conference to discuss the issues with NSW ambulance.

ACTION BY: Mr Michael DiRienzo

- Peel Sector Accreditation
- 2017/2018 Service Agreement Meetings
- Gunnedah Health Service Masterplan – Susan Heyman and Michael DiRienzo had met with Kevin Anderson MP to discuss the master plans which had been drafted by the Local Health District for the Gunnedah Health Service site.  
Discussions were also held in relation to the Gunnedah Rural Health Centre Ltd that has recently gone into voluntary administration; this facility which was funded by the Commonwealth government under the GP Super Clinic program is located on the Gunnedah Hospital grounds.  
It was NOTED that the Chief Executive to provide update to next Board meeting.

ACTION BY – Mr Michael DiRienzo

- NSW Regional Partners Centre for Innovation in Regional Health
- Health Care Homes
- High Value Health Care Awards Finalists

- Maitland Hospital – It was NOTED that the Minister announced that the funding model for the Maitland hospital had been reconsidered and it was to continue as a Private Public Partnerships project, however will be limited to a not-for-profit partnership. Chief Executive indicated that they would revisit the Expressions of Interest and that the Governance structure still in place.

There was discussion regarding the involvement, representation and input from Medical Staff Council. It was AGREED that Chief Executive will provide Dr Stephen Oakley with a copy the Clinical Reference Committee Charter and the new Governance framework when available.

The Chief Executive assured the Board that he would continue to engage with the clinicians, staff and the community with regards to the future of the Maitland Hospital.

- Update on Ministerial or MP visits
- Update on Parliamentary questions and Ministerial responses

The Board DISCUSSED and NOTED the Chief Executive's report

## **COMMUNITY – THE PEOPLE WE SERVE**

### **MORNING TEA WITH THE LOCAL COMMITTEE**

The Board was joined by members of the Tamworth Health Committee, Helen Tickle, Dimity Betts & Narelle Langfield over morning tea. The following were raised and DISCUSSED:

- Palliative and Cancer Care Services
- ENT Specialist – recruitment
- Maternity Services
- Hospital in the Home
- Tamworth City Council and Gunnedah Council Smoke Free CBDs
- Health Food Choices to be implemented within Hunter New England Health.

It was RESOLVED to send a letter from Board to congratulate Tamworth City Council and Gunnedah Council on the Smoke Free CBD policy and for promoting healthy lifestyles within their communities.

### **PRESENTATION BY CATHARINE DEATH -What is Right in Health Care – Studer Conference**

Catharine Death provided an overview of the Studer Study Tour undertaken in 2016 to America. She acknowledged how privileged she felt in undertaking this tour and recognised the knowledge, skills and insights that she gained from the visit. She described how she had implemented many of the Excellence tools at Tamworth, as a result.

The Board THANKED Catharine Death for the presentation and congratulated her and her team on the achievements to date.

It was NOTED that Greg Flint, General Manager, Calvary Mater would be attending the Studer Study tour to United States this year at his own expense.

### **2.1 Community and Consumers Partnership Committee Minutes**

The minutes from the meeting held on the 21<sup>st</sup> April 2017 had been circulated in the business papers. The Community and Consumers Partnership Committee 2016-2017 Annual Report and the 2017-2018 Workplan were presented and reviewed.

The Board NOTED the recommendations identified for action by the Board and ENDORSED the Community and Patient Partnership Committee 2016-2017 Annual Report and 2017-2018 Workplan.

## **2.2 Good Health Committee**

The minutes from the meeting held on the 20<sup>th</sup> June 2017 had been circulated in the business papers. The report included the briefing paper – “Development of a Good Health quality improvement initiative to address the effects of socio-economic disadvantage in HNELHD” prepared by Dr John Wiggers.

The Board REVIEWED and ADOPTED the Charter of the Good Health Committee.

The Board to AGREED to receive a presentation on the Health Literacy Discharge Planning Pilot Project. This date to be confirmed.

ACTION BY: Ms Jane Gray

## **2.3 Aboriginal Health Committee Meeting**

There were no papers for this meeting

## **2.4 New Business**

### **2.4.1 Manning Great Lakes Community Health Action Group**

Correspondence had been circulated from Mr Alan Tickle, Chairman of the Manning Great Lakes Community Health Action Group regarding issues that the community group wanted to discuss with HNE Health.

The Board DISCUSSED the issues raised by Mr Tickle, and AGREED that the Chief Executive would provide a response to Mr Tickle, acknowledging receipt of the correspondence by the Board, and advising that the Board Chair and Chief Executive should meet with Mr Tickle at Manning Hospital along with the General Manager, Director of Medical Services and Local Member at a time to be negotiated.

ACTION BY: Mr Michael DiRienzo

## **2.5 For Information**

There was no further information relating to COMMUNITY – THE PEOPLE WE SERVE.

## **SERVICE – THE SERVICE WE PROVIDE**

### **3.1 District Clinical Council Minutes**

The minutes from the meeting held on the 10<sup>TH</sup> May & 14<sup>th</sup> June 2017 had been circulated in the business papers. The brief and minutes was DISCUSSED and NOTED by the Board.

### **3.2 Medical Staff Executive Council Report**

There were no new matters to report at this meeting.

### **3.3 New Business**

There was no new business relating to SERVICE – THE SERVICE WE PROVIDE

### **3.4 For Information**

## **SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME**

### **4.1 Health Care Quality Committee Minutes**

The Minutes of the meeting of the Health Care Quality Committee held on 27th June 2017 have been circulated in the business papers. Health Care Quality Committee (HCQC) brief overview of HCQC’s achievements for 2016 – 2017 was also circulated with papers.

Matters that Clinical Governance advised that the Board and Chief Executive NOTED:

- Changes to Patient Safety Language – Death and Patient Harm
- Health Care Quality Committee Patient Safety Report
- Patient Safety & Quality Framework
- Committee Workplan Completion
- Patient Safety Reports to come to each Board meeting in the future.

It was RESOLVED that the Chair would write a thank you letter to Melissa O'Brien and her team and congratulate them on the report.

ACTION BY: Ms Desiree Chymiak

It was NOTED that the Board AGREED to receive the Patient Safety Report along with the minutes and brief.

#### **LUNCH WITH TAMWORTH HOSPITAL STAFF**

The Board was joined by staff at Tamworth Hospital over lunch. The following were raised and DISCUSSED:

- Surgical ward staff reported being proud of their record for follow-up phone calls, hourly rounding, reduction in falls and other Excellence tools that they are using.
- Allied Health staff are involved in expansion of the orthopaedic services to provide Telehealth services.
- Speech Pathology staff noted that relocation to a central area with other allied health services was a very positive move.
- Recruitment and retention of allied health staff has improved considerably and the partnership with the University is working well.
- Emergency Medicine – New models of care are working well and recognition of the continued support ED staff are receiving from GPs.
- Maternity – new frameworks and model of care are working well, recognition of support being received from the Executive and team.
- Imaging services staff recognised that Tamworth has state of the art equipment and the district hospitals have new and specialist equipment installed, the Executive was acknowledged and thanked for support and for funding this equipment.
- Community Health staff noted NAIDOC week ceremony, additional funding received for New Directions and recruitment underway. Outpatient's administration is now operating through Community Health.
- Anaesthetics/Orthopaedics personnel noted being happy with their new facility, day surgery is increasing and working well. David Healy representing to the CEC – 30 day mortality for hip fractures. Implemented changes with a multidisciplinary pathway.
- Recruitment of medical staff remains a big issue.

The Chair thanked the staff for the work they do every day, their passion and love for their work and recognised that they had been through a big process of change and congratulated them on the strong performance record of the Tamworth Hospital and the Peel Sector.

The Chair suggested that it would be good to document the learnings that have come from this change and that it would be a good record for others when they move into new facilities.

ACTION BY: Ms Catharine Death

#### **4.2 Patient Story**

The patient story was distributed in the business papers. The patient story was DISCUSSED and NOTED by the Board.

#### **4.3 New Business**

#### **4.4 For Information**

There was no further information relating to SAFETY AND QUALITY for this meeting.

### **RESOURCES – MANAGING OUR SERVICES WELL**

#### **5.1 Finance and Performance Report**

The Finance Management reports for the month ending June 2017 had been circulated in the business papers. The Board DISCUSSED and NOTED the Finance and Performance Report.

#### **5.2 Finance and Performance Committee Report**

The minutes of the meeting held on the 20<sup>th</sup> June 2017 had been distributed in the business papers. The minutes were NOTED by the Board.

#### **5.3 Audit and Risk Management Committee**

Annual Report of the Audit & Risk Management Committee for the year ending June 30th 2017 had been circulated in the business papers. The report was NOTED by the Board and AGREED that an invitation to be extended to Peter Mayers to attend the next Board meeting.

ACTION BY: Ms Desiree Chymiak

#### **5.4 Work, Health and Safety Report**

The report was distributed in the business papers. The report was DISCUSSED and NOTED by the Board.

#### **5.5 New Business**

##### **5.5.1 Proposed new Health Services Act Model By-Laws**

The Health Board discussed and reviewed the proposed changes to the Health Services Act Model By-Laws.

The draft Hunter New England Local Health District By-Laws 2017 were distributed in the business papers and discussed and the following NOTED:-

- Community and Patient Partnership Committee to be added to the By-Laws.
- Appointment of members of hospital Clinical Councils was discussed and it was RESOLVED that the Chief Executive would delegate responsibility to his Operations Directors.

ACTION BY: Mr Michael DiRienzo

#### **5.6 For Information**

### **RESOURCES – MANAGING OUR SERVICES WELL.**

NSW Health Service Agreement 2017/18 was distributed with the business papers. The Service Agreement was DISCUSSED by the Board and the Chair and the Chief Executive were AUTHORISED to formally sign the Service Agreement and NOTED the ongoing negotiations with the Ministry of Health.

The Board thanked the team for their work on negotiating the Service Agreement with the Ministry of Health.



## **POSITIONING FOR THE FUTURE**

### **6.1 Innovation and Research Report**

There were no papers for this meeting.

### **6.3 New Business**

There was no new business relating to POSITION FOR THE FUTURE.

### **6.4 For Information**

## **OUR STAFF AND WORKPLACE CULTURE**

### **7.1 Medical and Dental Appointments Advisory Committee**

The Minutes of the meeting of the Medical Dental Appointments Advisory Committee held on 27th June 2017 were distributed with the business papers. The paper was NOTED by the Board and a RECOMMENDATION that a letter be drafted to the Committee with regards to attendance at this Committee Meeting.

ACTION BY: Ms Desiree Chymiak

### **7.2 New Business**

There was no new business relating to OUR STAFF AND WORKPLACE CULTURE.

### **7.3 For Information**

#### **7.3.1 Out of Pocket Gap Payments to Visiting Medical Officers**

The Board was ADVISED that the Chief Executive would be holding a Forum with the AMA at Newcastle on 31<sup>st</sup> July with video conference available and a draft invitation was being prepared.

## **BOARD DEVELOPMENT**

### **8.1 Board Performance Report**

2017 Annual Board Review of Performance and Goals were presented.

The Board CONSIDERED and ADOPTED the proposed 2016-2017 Board Performance Review

### **8.2 Board Members Development Report**

There were no papers for this meeting.

### **8.3 New Business**

There was no further new business relating to BOARD DEVELOPMENT for this meeting.

### **8.4 For Information**

The Board Chair REQUESTED that Board members provide and update of their profile along with their strengths, board education and number of board attendances for the year.

### **9.2 Feedback from the June Meeting**

The feedback report from the June meeting had been distributed in the business papers. The paper was NOTED by the Board.

### **9.3 Next Meeting**

The next meeting will be held on the 16<sup>th</sup> August at District Headquarters Newcastle.